

**MINUTES OF THE
BOARD OF DIRECTORS OF SUMMIT POINTE REGULAR MEETING
October 3, 2023**

Meeting Location:	Summit Pointe Clinic 175 College Street, Battle Creek, MI 49037
Meeting Time:	2:00 p.m.
Members Present:	Kathy-Sue Vette, Dr. Frank Straub, Dr. Terance Lungler, Sheriff Steven Hinkley, Sherii Sherban, Dr. Tino Smith (late), Stephanie Swanson-Chang, Dr. Paul Watson, Leroy Wright
Members Excused:	Joseph du Lac, Christina Ramos, Kelli Scott
Guest Present:	None
Staff Present:	Jeannie Goodrich, David Ballmer, Dr. Sean Field, Dr. Kimberly Peck, Mandi Quigley, Helen Royal, Meghan Taft, Chris Walden, Matthew Wehrmeyer, James Cannon, Stephen Coleman, Amy Reimann, Bob Reichel

1. Call to Order

Board Chair, Kathy-Sue Vette, called the meeting to order at approximately 2:00 p.m. Roll call was taken for members present. Based on the number of directors in attendance and pursuant to the by-laws, a quorum was not initially present to begin the meeting. A quorum was present after the SWMBH Video and Presentation.

2. Welcome Guests/Public Comments

Board Chair, Kathy-Sue Vette, welcomed Board members, Summit Pointe staff and guests. Jeannie introduced Sean Washington, Culture and Inclusion Director, there were brief introductions. There were no Public Comments.

3. SWMBH Video and Presentation

Board Member and Summit Pointe Board designee to the Southwest Michigan Behavioral Health Board of Directors (SWMBH), Sherii Sherban, provided a video from SWMBH CEO, Brad Casemore, and SWMBH Board Consultant, Susan Radwan. The video and presentation provided a summary overview of SWMBH and guiding questions for input from CMH Boards. Sherii encouraged Summit Pointe Board feedback and participation from Summit Pointe Board of Directors.

4. Adoption of the Agenda

CEO, Jeannie Goodrich requested a modification to the agenda for the Board Committee reports and action items to be moved prior to the Educational Presentation.

Motion:

I move that the Board approve the Agenda as amended.

Moved by: Sheriff Hinkley

Supported by: Sherii Sherban

MOTION UNANIMOUSLY ADOPTED

5. Consent Agenda

MOTION:

I move that the Board approve the Consent Agenda (September 12, 2023 Minutes.)

Moved by: Dr. Straub

Supported by: Sheriff Hinkley

MOTION UNANIMOUSLY ADOPTED

6. Board Committee Reports

A. Audit Finance Committee –

Finance Director, Dave Balmer, provided the highlights from the minutes of the Audit/Finance Committee Zoom meeting on September 19, 2023. The highlights of the July FY23 Financial Statements were reviewed.

The Audit/Finance Committee recommends that the Board approve credit card changes.

MOTION:

Moved by: Dr. Smith

Supported by: Dr. Straub

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the removal of Jamie Schook from the credit card and allocate the amount to the CEO's monthly credit card limit.

The Audit/Finance Committee recommends that that the Board approve the amendment to the FY23 Rubix Technologies Contract.

MOTION:

Moved by: Dr. Smith

Supported by: Dr. Straub

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the amendment to increase the contract by \$50,000 for Rubix Technologies for FY23.

The Audit/Finance Committee recommends that that the Board reaffirm Board Policy No. 03-009, Procurement Process.

MOTION:

Moved by: Dr. Smith

Supported by: Sheriff Hinkley

MOTION UNANIMOUSLY ADOPTED

I move that the Board reaffirm Board Policy No. 03-009.

B. Corporate Compliance Committee – Dr. Terance Lunger

The Corporate Compliance Committee did not meet in September.

C. HR Committee – Dr. Frank Straub

Dr. Frank Straub reported that the HR Committee meet on September 26, 2023 by Zoom and reviewed highlights of their meeting. He reported that the committee favorably reviewed CEO's proposed FY24 goals.

The HR Committee recommends that the Board approve the CEO FY24 Goals.

MOTION: Dr. Straub

Supported by: Sherii Sherban

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve the CEO FY24 Goals.

7. Other Items Requiring Board Action or Approval

A. Customer Advisory Committee Membership Recommendation

Corporate Compliance Director, Mandi Quigley presented to the Board the recommended members of the Customer Advisory Committee. The Customer Advisory Committee members will provide customer feedback to assist in the development, monitoring, and improvements of Summit Pointe's programs. Members will serve for two consecutive years with terms ending on September 30, 2025.

Management recommends that the Board approve the Customer Advisory Membership recommendation.

MOTION: Dr. Lunger

Supported by: Stephanie Swanson-Chang

MOTION UNANIMOUSLY ADOPTED

I move that the Board approve Customer Advisory Membership recommendation.

B. Board Policy Review

Management recommends no changes to Board Policy No. 04-001, Customer-Centered Service Planning

MOTION: Sherii Sherban

I move that the Board reaffirm Board Policy No. 04-001

Supported by: Sheriff Hinkley

MOTION UNANIMOUSLY ADOPTED

Management recommends no changes to Board Policy No. 04-002, Customer Participation.

MOTION: Dr. Straub

I move that the Board reaffirm Board Policy

Supported by: Sheriff Hinkley

No. 04-002.

MOTION UNANIMOUSLY ADOPTED

C. Emergency CEO Succession Plan

CEO, Jeannie Goodrich presented Emergency CEO Succession Plan and provided the redline version of the proposed changes.

Dr. Tino Smith expressed on behalf of the Board of Directors, their appreciation and recognition for her achievements and excellent work at Summit Pointe.

MOTION: Stephanie Swanson-Chang

I move that the Board approve the Emergency

Supported by: Dr. Straub

CEO Succession Plan.

MOTION UNANIMOUSLY ADOPTED

8. Educational Presentation

Supported Employment Program – Chris Walden

CEO, Jeannie Goodrich introduced Chris Walden, Facilities Director, for a presentation on Summit Pointe Supported Employment Services. Chris introduced members of the Supported Employment team and provided an overview of the contracts they manage that also provides employment to Summit Pointe customers.

Project Manager, Bob Reichel, provided an overview of the contracts at the Federal Center, Air National Guard, and the Marine Corp Reserve Training Center. The services provided include janitorial, window and floor cleaning, pest remediation, and food service. The three sites employ 31 customers.

Supported Employment Lead, James Cannon explained the roles of Job Coaches and Job Developers who work with Summit Pointe customers who are employed in a variety of positions at several locations including Meijer, Grace Health, Duncan Aviation, LifeCare Ambulance, and FireKeepers.

VA Laundry Plant Manager, Stephen Coleman, provided an overview of the contract that services laundry from seven VA Hospitals, processing 4.2 million pounds of laundry a year.

The Board members expressed their appreciation for the informative presentation.

9. CEO Communication – Jeannie Goodrich

Jeannie highlighted Summit Pointe's full certification as a Certified Community Behavioral Health Clinic (CCBHC) Demonstration Site, by the State of Michigan. She reflected that September was a busy month with many community events, as detailed in her October CEO Memorandum to the Board. Jeannie highlighted the successful Fall Food Truck Fest that Grace Health staff were invited to. She noted that more pop-up engagement events will be held in the following year at different sites to foster staff engagement with leadership.

10. Other Business

A. Board Chair Update - Kathy-Sue Vette

Kathy-Sue Vette announced the dates for the upcoming committee meetings and November Board meeting.

B. SWMBH Board Update – Sherii Sherban

Sherii Sherban expressed her appreciation to Jeannie Goodrich, Meghan Taft, and Sheriff Hinkley for the letters of support and nomination for the Association of Fundraising Professionals West Michigan Chapter (AFPWM) National Philanthropy Day Award recognizing Miles for Memories.

11. Adjournment

MOTION:

I move that the Board adjourn the meeting.

Moved by: Dr. Lunger

Supported by: Stephanie Swanson-Chang

MOTION UNANIMOUSLY ADOPTED

There being no further business to consider, the meeting was adjourned at approximately 3:00 p.m.